



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

July 13, 2015

TO: ALL OFFERORS

FROM: CARMEN HERRERA
IT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL - CONTRACT NO.
GSS15745-AV_EQPTCONF, AUDIO VISUAL EQUIPMENT & A/V WEB
CONFERENCING

ADDENDUM #1

This addendum is to advise all Offerors of the following:

1. Questions and answers are attached.
2. The response to Question #13 amends the following RFP sections:
 - a) Appendix B, #1.12.1
 - b) Appendix B, #1.14.14
3. All other terms and conditions remain the same.



GOVERNMENT SUPPORT SERVICES – CONTRACTING

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Audio Visual Equipment & A/V Web Conferencing

Contract No. GSS15745-AV_EQPTCONF

Questions and Answers

Will this be replacing/splitting/complementing the current Audio/Video/Security contract GSS-11584?

- a. Yes and as described in Appendix B, the Scope of this RFP includes:
 - i. audio/visual equipment turnkey solutions (AV category); and
 - ii. supplemental audio/video/web conferencing equipment and services (CONF category).
2. I noticed while downloading this bid opportunity from the website that there are two (2) different UNSPSC codes listed – 5216 and 4511. What is the difference? And which code should we be downloading and responding to?
 - a. The only difference is the UNSPSC code. The site has a one-to-one (RFP-to-UNSPSC) relationship. Both UNSPSC codes are linked to the same RFP #GSS15745-AV_EQPTCONF.
3. Section: III. Required Information, Paragraph#: A. Minimum Requirements, Page#: 2, 6. Financial statements, income statements and balance sheets, for two consecutive previous years - Since we are a privately-held company, we do not release financial statements. Understanding the procedure for submitting Confidentiality of Documents as outlined within the RFP on pages 7-8 #11, can we be reasonably assured that our Financial Statements will remain confidential and would not become public record?
 - a. Yes.
4. Section IV, Paragraph 2, Page number 5 - Companies who are based outside of Delaware are eligible to apply for this tender or not? We do understand that the sub-contractors hired for this job should be from Delaware but please confirm if it is mandatory for the bidding company to be present in state of Delaware?
 - a. As stated in RFP section IV.7. Organizations Ineligible to BID, companies prohibited from conducting business in the State of Delaware for any reason are ineligible to respond to the RFP. There is no requirement for either the primary contractor or sub-contractors to be a Delaware entity.
5. Attachment 2, page 29 - If the bidding company is outside of Delaware, what should be written in the State of Delaware license number?
 - a. Please review RFP section IV.D.7.d. Licenses and Permits in its entirety. As stated in the RFP, vendor(s) shall be properly licensed and authorized to transact business in the State of Delaware as provided in 30 Del. C. § 2502.
6. Appendix D, page 46 - Is it optional to provide cloud based or on-premise based solution? What should a company do if it wants to propose both solutions. An on-premise solution as well as a cloud based solution? Should there be two proposals then or we just make one and clearly differentiate the differences in both solutions?
 - a. A single offeror may NOT submit multiple proposals – doing so will disqualify the offeror. Offerors may include on premise and cloud solutions in their proposal but are cautioned that the proposal must be structured so as to clearly identify the

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differing approaches. Confusing presentation has the potential to adversely impact the evaluation of a proposal.

7. Section K page 20; Costs and Payment Schedules: What are the defined and measurable milestones?
 - a. Since resulting projects may differ, defined and measurable milestones shall be defined on an individual project basis.
8. Appendix B, page 41, General, section 1.12; Technical Specifications: Will you provide a sample of AV Systems needed?
 - a. No. However, all Offerors have the ability to review current contract usage information at http://contracts.delaware.gov/contracts_detail.asp?i=614.
9. Appendix B, page 42, Section 2; Audio Video Equipment Solutions Vendor Category Requirements: Is there a required or preferred vendor list?
 - a. It is the goal of this Request for Proposal to identify a vendor(s) and execute contracts for audio visual turnkey solutions (AV category) and/or audio/video/web conferencing services and equipment (CONF category). The resulting vendor(s) shall then be available for use by State agencies for subsequent projects falling within the scope of the contract(s).
10. Can you shed some light on the following statement listed on page 1 of the RFP? “The State has been working to eliminate the need for external conferencing vendors and will continue to do so throughout the life of this contract. To date, the State still requires supplemental external conferencing vendors. At this time, this need is estimated at or below \$50,000 annually.”
 - a. The State seeks a) to become self-reliant in the CONF category of service and b) make Offerors aware of its efforts to decrease and/or eliminate the need for supplemental audio/video/web conferencing equipment and services over the life of the contract.
11. Page 19 – Section 7.G.4. – To confirm, the COI does not have to be provided with our bid but instead before we begin work on any project, correct?
 - a. If an Offeror is selected for award, the COI must be provided at the time a contract is executed.
12. Page 40 – Appendix B.1.2 – In the past vendors were asked to provide a sample proposal with all of the information under this section plus equipment, labor and other costs. Is this sample proposal required here or anywhere else in this RFP?
 - a. Please reply to the requirements as specified in the current RFP.
13. Appendix B; Section 1.12.1; Paragraph 1; Page Number 41; Text of Passage – ‘The video system must be compatible with ISDN for H.320 service and must accommodate all signaling and features associated with the CENTREX service rendered by the local servicing central office.’ Question: Is the video conference system required to have a

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physical ISDN port on it or is it only required to connect with other ISDN system using another piece of equipment or service such as a Gateway?

- a. Appendix B, Sections #1.12.1 is revised to read as follows:
 - i. 1.12.1 The proposed systems are to meet the following requirements. The requirements apply to all electronic applications. The proposal response shall be to furnish, deliver, install and maintain audio, video, videoconferencing systems. The video system must be compatible with SIP and H.323 service and must accommodate all signaling and features associated with those protocols. For SIP and H.323 service the contractor(s) agree that they will cooperate and work with the State's hardware, software, and network vendors when providing network services to the state. Contractor(s) also agrees to observe State Policies and Standards as defined by DTI.
 - ii. 1.14.14 Supply the agency with all serial and model numbers as well as IP addresses and URI.

14. Appendix B; Section 3.4; Paragraph 1; Page Number 43; Text of Passage – 'Videoconferencing systems must be capable of conferencing with videoconferencing clients using Microsoft Skype for Business.' Question: In regards to the video conference system being capable of conferencing with a Microsoft Skype for Business system, does the State already have infrastructure or a service in place for this, or does the AV vendor need to provide a solution for this? Most video conference systems are capable of this but require an outside service or an infrastructure device.

- a. Contractors will be required to provide solutions compatible with the State's existing Microsoft Skype for Business infrastructure.

15. Attachment # 5, Page # 32, Text: Please do not list any State Employee as a business reference. Question- A majority of our work with sales and installation of A/V systems is in the Delaware School Districts and for other state agencies. Am I able to use the district or agency name itself as a reference? If not, Can I list separately the work we have done in certain districts so we have that experience on record?

- a. A proposal may include reference to other current or prior contracts an Offeror hold with Delaware Agencies or School Districts. However, the business references provided in Attachment #5 may not include a State employee.

16. We are very interested participating, but we were hoping you could provide us with a little more information on the work itself. Perhaps also a description of your goals and what you'd like to accomplish with this system? Additionally, will there be a walkthrough of the facilities anytime soon?

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17. After reviewing the document, I wanted to determine if you have any preference for equipment vendors such as: Crestron; AMX; Extron; Cisco; etc.?
- a. Information regarding equipment is as stated in the RFP.

All other terms and conditions remain the same.